

ARTICLE 3 — EMPLOYEE AWARD PROGRAMS

Revised August 22, 2008

31030.1 Policy

The Department encourages all employees to actively participate in the following awards programs:

- State Merit Award
- Employee Recognition
- Safety Awards

31030.2 Purpose

This Article provides standards and procedures for participation in the State Merit Award Program, the Employee Recognition Program, the Safety Awards Program, and the 25-Year Service and Retirement Recognition Program.

31030.3 State Merit Award Program

The California Legislature established the State Merit Award Program in 1950 to improve the operations and efficiency of state government through honorary and cash awards. The objectives of the program are:

- To encourage all employees to take an active part in improving the effectiveness of state government.
- To provide recognition for those employees whose individual or group efforts contribute to efficiency and economy through elimination or avoidance of state expenditures, or other improvements.
- To reward employees for acts or services of an outstanding nature.
- To reward employees for superior accomplishments.

The following awards are available under the State Merit Award Program:

- Employee Suggestion Program
- Superior Accomplishment
- Sustained Superior Accomplishment

31030.3.1 Employee Suggestion Program

The Employee Suggestion Program (ESP) rewards employees who come up with cost-saving ideas and/or ideas to improve the safety or operations of State government. The rules and regulations governing this program include:

- DPA Rules 599.655 to 599.664, inclusive
- Government Code Sections 19815.4(d), 19816, and 19823
- State Administrative Manual (SAM) Chapter 4700

The Department of Personnel Administration (DPA) oversees the ESP statewide to ensure compliance with the laws and rules governing the program. DPA delegates authority to publicize and administer the ESP to state agencies and departments. Each state agency or department designates a Merit Award Administrator (MAA) as a liaison between its department and DPA. The Department's MAA is in the Division of Support Services, Office of Business Services.

Department Leadership Responsibilities

Each supervisor and manager shall:

- Encourage the submission of suggestions.
- Be thoroughly familiar with the details of the program as specified in the DPA Rules, Government Code, SAM, and this Article.
- Provide assistance to suggesters when requested.

31030.3.1.1 Participation Criteria

Active or retired State employees are eligible to participate in the ESP, with the exception of the following:

- Career Executive Assignments (CEA).
- Exempt classifications with a collective bargaining designation of managerial.

31030.3.1.2 Eligible Suggestions

Eligible suggestions are those that have a cost savings to the State and can document one or more of the following:

- Improvement to State operations
- Increase in revenue
- Elimination of safety hazards
- Improvement in procedures

Suggestions include topics in engineering, security, information technology, accounting, clerical support and many more. Suggestions must describe a specific problem as described above, offer a workable solution, and be of benefit to the Department or another state agency or department.

31030.3.1.3 Ineligible Suggestions

Ineligible suggestions include those that:

- Are under evaluation or were evaluated through the Department ESP within the last year
- Recommend new or increased taxes or fees
- Recommend additional revenues at the expense of a segment of taxpayers and which can be classified as unjust or inequitable
- Recommend a change in the pay or classification of a position or class, or the establishment of new positions
- Recommend a study, survey or review to determine a course of action
- Involve a personal grievance
- Involve terms and conditions of employment which are subject to the collective bargaining process under the Ralph C. Dills Act
- Recommend corrections in spelling, punctuation, grammar or mathematical calculations (these changes should be communicated through established channels).

31030.3.1.4 Submission Criteria and Suggester Responsibilities

Suggesters must complete an Employee Suggestion form (STD. 645) describing the suggestion. Each suggestion must describe only one specific problem and offer a workable solution. Suggesters must provide as much detail as possible and include examples or attachments to corroborate the problem and its solution. Suggesters may fully describe the suggestion on one or

more attachments; however, the STD. 645 must reference the attachment and the attachment must follow the format of the STD. 645.

Suggesters must complete, sign and date the STD. 645. The ESP cannot accept an incomplete or unsigned STD 645. (Note: If your suggestion is a team-developed idea, all members of the team must sign.)

- If the suggestion impacts a Department institution, division or program, submit the completed form/package to:
CDCR Merit Award Administrator
P.O. Box 942883
Sacramento, CA 94283-0001
- If the suggestion impacts another department or multiple departments, submit your completed form/package to:
Department of Personnel Administration
Merit Award Program
1515 S Street, North Building, Suite 400
Sacramento, CA 95814

Suggesters may remain anonymous until the Department approves an award.

31030.3.1.5 Department Merit Award Administrator Responsibilities

The MAA receives, logs, refers and tracks suggestions through the evaluation process. Upon receipt of a suggestion the Department MAA:

- Assigns an identification number and reviews the suggestion for completeness.
- Sends the suggester an acknowledgment letter.
- Assigns the suggestion to the division responsible for the suggestion's program area.
- Receives the completed Suggestion Evaluation Report (STD. 645) and ensures it is an impartial and thorough evaluation. The MAA verifies recommended award amounts, if any, and notifies the suggester of the Department's decision.
- If the evaluator recommends implementation, the MAA notifies the suggester of the Department's intention and coordinates award payment to the suggester.

Evaluation timeframes vary according to the complexity of the suggestion.

Additional Responsibilities

The Department MAA shall:

- Explain and interpret the program to Departmental employees.
- Supervise the distribution of Merit Award Program promotional material issued by the Governor, the DPA, or the State Merit Award Board.
- Forward a copy of the Suggestion Evaluation Report to suggester.
- Ensure awards for adopted suggestions proceed through Executive staff to the Secretary or designee.
- Ensure the appropriate payroll office requests award payment for suggester.
- Inform Department management of adopted suggestions that increase departmental economy or efficiency or improve operating procedures.
- Represent suggesters in meetings before the Merit Award Board.

- Provide additional information on the program, as requested.
- Answer questions.
- Provide ESP forms and/or Internet links to forms.
- Arrange for speakers to explain the program to employee groups.
- Provide quarterly status updates to suggesters.

31030.3.1.6 Division Evaluator Responsibilities

Evaluators are not expected to know all of the facts personally; however, evaluators should know how and where to obtain the information needed to evaluate the suggestion thoroughly. If an evaluator believes he/she lacks the expertise to evaluate a suggestion, or needs access to resources not available to him/her, immediately inform the MAA.

Evaluators shall:

- Act promptly.
- Get the facts.
- Use the Evaluator's Handbook throughout the evaluation.
- Make a sound recommendation based on his/her detailed analysis.
- Be fair and objective.
- Base the findings, conclusion, and award recommendation on the feasibility of the idea, not on the suggester's eligibility to receive an award.
- Make a definite recommendation for adoption or rejection of the suggestion. If a final decision cannot be reached without a trial implementation and cost-savings analysis, the evaluator shall submit an "Interim Report" to the MAA. In every case, the evaluator shall include appropriate comments and documentation necessary to support his/her recommendation.
- Complete the Suggestion Evaluation Report (STD. 645A) in terms that can be easily understood by persons unfamiliar with the Department.
- Be considerate of the suggester's feelings and encourage further suggestions, regardless of the outcome of the evaluation.
- Keep the MAA informed of the progress of the evaluation.

If the evaluator requires additional information from an anonymous suggester, contact the MAA. The MAA will act as a liaison between an anonymous suggester and the evaluator.

It is very important to process suggestions promptly. The timeframe for completing the evaluation is 25 working days. If the evaluation takes longer, the evaluator must request an extension on the assignment from the MAA and provide the MAA with the projected completion date.

31030.3.1.7 Evaluating the Suggestion

There are six steps in the evaluation process. Detailed information for each step can be found in the Evaluator's Handbook. The six steps are summarized as follows:

1. Review the suggestion in its entirety and define the problem and the proposed solution.
 - What problem does the suggestion address?
 - What is the suggester's solution?
2. Analyze the feasibility of the proposed change.

- Compare the current method of operation to the method proposed in the suggestion in terms of feasibility, costs and benefits to the Department.
 - Is the idea timely?
 - Is the idea under independent active consideration? If so, documentation of independent consideration by the Department must be attached to the STD. 645.
 - Is there an alternate solution to the problem?
3. Calculate the cost savings.
 4. Determine whether the suggestion should be adopted and the type of award that should be presented.
 5. Determine the suggester's ability to receive a cash award.
 - What are the suggester's assigned or expected job responsibilities?
 - Was the suggestion assigned to the suggester for research, development or solution?
 6. Prepare the STD. 645A.

31030.3.1.8 Completing the Suggestion Evaluation Report (STD. 645A)

Detailed information for completing the STD. 645A can be found in the Evaluator's Handbook. If the evaluation is lengthy, the STD. 645A may state "See Attached Evaluation" in the Comments section. Each STD. 645A must be signed and dated by the evaluator and the evaluator's division head or designee, who signs as the Reviewing Officer, before it is returned to the MAA. The evaluator shall also provide his/her contact telephone number. Evaluators shall return the completed and signed STD. 645A to the MAA with any attachments and all notes, supporting documentation and evaluation materials.

31030.3.1.9 Rejected Suggestions

The MAA notifies the suggester if the Department rejects his/her suggestion. Included in the notification is a copy of the STD. 645A, the suggester's appeal rights and appeal timeframes.

31030.3.1.10 Right to Appeal a Rejected Suggestion

Suggesters have the right to appeal rejected suggestions within one year from the date on the rejection letter. The reasons for an appeal and the action the suggester must take, are the following:

- The suggester disagrees with the evaluation report because pertinent information was not considered. In this case, the suggester shall submit a written request for reconsideration to the MAA that includes additional or supplemental information not covered in the original suggestion, or shall point out an error in the evaluation report. The MAA shall return the suggestion with the additional or supplemental information to the division evaluator for a decision.
- The suggester disagrees with the evaluation report that states the suggester is not eligible to receive an award. The reason may be that the idea was within the scope of his/her duties, or was an assignment given to the suggester. In this case, the suggester shall submit to the MAA a written request for reconsideration. If the MAA determines the appeal is unresolvable at the Department level, the MAA shall submit the appeal to the State Merit Award Program for review and a binding decision.

Suggesters have the right to appeal rejected suggestions within three years from the date on the rejection letter if the suggester believes the Department implemented the suggestion within three years after rejecting the suggestion. In this case, the suggester shall submit to the MAA a written

request to reopen the suggestion, with an explanation of when and how the Department adopted the idea. In addition, the suggester shall provide documentation or proof of implementation. If the MAA determines the appeal is unresolvable at the Department level, the MAA shall submit the appeal to the State Merit Award Program for review and a binding decision.

31030.3.1.11 Administrative Reconsideration

The MAA may administratively reopen a suggestion submitted through the ESP upon evidence that the Department implemented it without giving the suggester due recognition.

31030.3.1.12 Adopted Suggestions

The MAA notifies the suggester if the Department intends to adopt the suggestion, coordinates Executive approval of the recommended award and requests payment to the suggester.

31030.3.1.13 Types of Awards

Awards range from \$50 to a maximum \$50,000 per adopted suggestion. The Department Secretary or designee approves awards up to \$5,000. Awards over \$5,000 require approval by the State Merit Award Board, DPA and concurrent resolution by the Legislature. Below is a summary of the various types of awards available:

Cash Award

Cash awards are based on the net savings or earnings realized by the Department in the first 12 months following the implementation of the suggestion. If the first 12 months are not representative of net savings or revenue, a different period of time may be substituted. The award is 20 percent of the net savings or revenues.

Note: Suggestions requiring substantial refinement or modification for implementation will be calculated at 5 percent of the net savings or increased revenue.

One-Time Award

When an adopted suggestion results in one-time savings or revenue, the award will be calculated at 5 percent of the net savings or revenue.

Preliminary and Supplemental Awards

The adopting institution, division or program may recommend a preliminary award after a suggestion has been in place for one year. If the institution, division or program realizes greater net savings or revenue than the preliminary award represents, it may recommend a supplemental award.

Improved Procedures Award

Where an annual net savings or increased revenue cannot be determined or are calculated at less than \$500, a cash award may be recommended by the adopting division in accordance with the Improved Procedures Award Scale on page two of the STD. 645A. Where annual net savings or increased revenue are calculated as at least \$500, but not more than \$1,000, the recommended cash award shall be \$100.

Improved Safety Award

These suggestions propose improvements in practices or facilities to eliminate or reduce injury to State employees or to the public, but the monetary value cannot be readily determined. Examples are suggestions relating to equipment modification, maintenance that is not routinely expected, and items that are not specified in building codes. To calculate awards for this type of adopted suggestion, the evaluator shall apply the Improved Safety Award Scale on page two of the STD. 645A.

31030.3.1.14 Award Time Frames

Some types of awards can be paid relatively quickly. Others must wait until the first 12 months of net savings or revenue can be calculated. All occur after the evaluator returns the STD. 645A to the MAA indicating that a suggestion has been adopted and an award recommended. Timeframes do not include MAA processing timeframes. All cash awards are considered income and subject to tax.

Cash Awards

The length of the process depends on the amount of the recommended award:

\$50 to \$5,000

Up to one year to obtain all required levels of approval within the Department and to request payment through the appropriate personnel office.

\$5,001 to \$50,000

Up to four years. An award this size requires:

- All required levels of approval within the Department
- A hearing or multiple hearings by the State Merit Award Board
- Sponsorship of a concurrent resolution by the Legislature to authorize payment (coordinated by DPA)

If the Legislature approves the concurrent resolution:

- Notification issued by DPA to MAA to request payment
- MAA requests payment from the appropriate personnel office

One-Time Awards

The length of the process depends on the amount of the recommended award. See Cash Awards above.

Improved Procedures Awards

Within one year.

Improved Safety Award

Within one year.

31030.3.2 Superior Accomplishment Award

The Superior Accomplishment Award (SAA) recognizes performance by an individual employee or a team of employees that results in an exceptional contribution to improving State government, beyond the accomplishments normally expected of the employee's classification.

31030.3.2.1 Eligibility

All employees, except those who are designated supervisory or managerial, are eligible for nomination. Peers or superiors may nominate an employee or team of employees for the SAA. There is no limit on the frequency that employees may be recommended for the SAA; however, an employee who receives an SAA is not eligible to receive another SAA for three years.

31030.3.2.2 Nomination Criteria

As stated above, SAAs are reserved for on-the-job performance beyond that expected of the employee's classification(s). Typical nominations consider:

- Responsibility for major improvements of methods, organization, procedures, services or products that result in improved State or Departmental operation.
- Important contributions to research, development and implementation of Departmental goals.

- Actions that demonstrably enhance creativity and productivity of subordinates or co-workers.
- Outstanding and superior achievement that brings recognition to the employee, the team and/or the Department.
- Successful completion of an assigned task, project or special event in a superior manner and/or significantly shorter timeframe than was deemed possible.
- All nominations shall be made on a STD. 278, Superior Accomplishment Gift or Cash Award Recommendation. It must be signed and submitted with original signatures to the MAA in the Division of Support Services, Office of Business Services.

31030.3.2.3 Selection Process

The MAA receives, logs and reviews nomination forms for completeness. The MAA forwards the STD. 278 through all required levels of approval to the Department Secretary or designee. The Secretary, or designee, shall make the final decision to approve or disapprove the award application and may change the amount of the recommended award. The Office of the Secretary returns the completed STD. 278 to the MAA with the recommendation(s).

31030.3.2.4 Award Process

Upon receipt of an approved nomination form from the Office of the Secretary, the MAA requests payment for the recommended award amount from the employee's payroll office. The State Controller's Office deducts applicable taxes from the award amount.

In lieu of cash payment the Department may present a gift equal in value to the award amount; however, this practice is discouraged as it puts the burden of claiming the taxable gift on the recipient(s).

In addition to a monetary award, award recipients may receive a framed certificate commemorating their accomplishment. The design, purchase and printing of the certificate are at the discretion of the Department.

31030.3.3 Sustained Superior Accomplishment Award

The Sustained Superior Accomplishment Award is meant to reward superior performance over a two-year period that results in an exceptional contribution to improving California State Government.

31030.3.3.1 Eligibility

Efforts which may be recognized with this award include sustained performance significantly exceeding normal job requirements resulting in the completion of a major project or task with substantial benefits to the State.

All State employees, except agency heads or elected Constitutional officers, are eligible for this award. Individuals or teams of employees may be nominated for this award.

31030.3.3.2 Nomination Criteria

Nominations for the Sustained Superior Accomplishment Award may be submitted once a year to the MAA, on a date determined by the MAA. Nominations are limited to an amount equal to one nomination per 100 employees of the Department. The Department may nominate fewer employees than this number.

When a manager or supervisor wishes to nominate an employee for the Sustained Superior Accomplishment Award, he/she must first specify the amount of the award, ranging from \$25 to \$250, for an individual or for each member of a team.

31030.3.3.3 Submission

After selecting the award amount, the supervisor or manager must complete an STD. 278, Superior Accomplishment Gift or Cash Award Recommendation. It must be signed and submitted with original signatures to the MAA in the Division of Support Services, Office of Business Services. The MAA logs and tracks the nomination during the review process by the Office of Personnel Services (OPS).

31030.3.3.4 Selection

OPS reviews the application based on staff recommendations, objectives of the employee's program, and the terms of any previously approved Sustained Superior Accomplishment program. OPS recommends approval or disapproval to the Secretary, or designee. The Secretary, or designee, shall make the final decision to approve or disapprove the award application and may change the amount of the recommended award. The Office of the Secretary returns the STD. 278 to OPS with the recommendation. OPS forwards the recommendation to the MAA for out-processing and to request any approved award payment(s).

31030.3.3.5 Award Process

Upon receipt of an approved nomination form from the Office of the Secretary, the MAA requests payment for the recommended award amount from the employee's payroll office. The State Controller's Office deducts applicable taxes from the award amount.

In lieu of cash payment the Department may present a gift equal in value to the award amount; however, this practice is discouraged as it puts the burden of claiming the taxable gift on the recipient(s).

Award recipients, in addition to a monetary award, may receive a framed certificate commemorating their accomplishment. The design, purchase and printing of the certificate are at the discretion of the Department.

31030.4 Employee Recognition Program

The Employee Recognition Program was established to acknowledge those employees and community members who distinguish themselves by acts of heroism, bravery, or service beyond the normal demands of correctional/community service.

31030.4.1 How to Submit Nominations

An employee may be nominated for a departmental award by any supervisory or managerial employee. Supervisors and managers have a duty to recognize heroic acts. A written memorandum shall be submitted to the hiring authority for approval. The nominee shall have acted while on duty, or, if off duty, while in a departmental facility or in the community.

The memorandum with the hiring authority's comments shall be forwarded to the appropriate assistant director for approval. They will then review and forward all nominations to the Assistant Secretary, Office of Public and Employee Communications.

The Employee Recognition Program operates on a calendar year basis. All awards for nominations submitted for which the incident occurred between January 1 and December 31 of each year are presented in May of the following year.

Nominations are due to the Assistant Secretary, Office of Public and Employee Communications, on the second Friday in January following the year in which the incident occurs. All nominations shall include:

- A standardized cover sheet provided by the communications office. A cover sheet for each nominated individual will include name, date of incident, brief description of incident (not to

exceed space provided), name and signature of person making nomination, institution/parole region/other work location, and employee position or rank.

- One to three one-sided sheets (8 1/2 x 11) of additional or substantiating material (incident reports, statements of eyewitnesses, etc.) may be used.

The nomination package must be sent by U.S. Mail or delivery service (no telefaxed materials will be accepted unless specific information is requested by the Communications Office) so that arrival is prior to the due date.

The due date will be determined prior to December of each year. All Wardens/Superintendents/Parole Administrators/RPAs/Assistant Directors will be notified in early December of the deadline which will be 5:00 p.m. on the second Friday in January.

31030.4.2 Departmental Awards Review Board

The Departmental Awards Review Board consists of the following:

- Undersecretary - Operations
- Director, Division of Adult Institutions
- Director, Division of Adult Parole Operations
- Director, Juvenile Operations
- Director, Juvenile Parole Operations
- One Superintendent
- One Division of Adult Parole Operations Regional Administrator
- One Division of Juvenile Justice Parole Administrator
- Two Wardens

The Board shall meet annually no later than the middle of March, or as frequently as deemed necessary by the Undersecretary. The Board shall make its recommendations from the prior calendar year's nominees to the Secretary.

The Assistant Secretary, Office of Public and Employee Communications, or his/her designee, shall serve as the chief staff member for the Departmental Awards Review Board and shall ensure that all seats are properly filled, a sufficient number of meetings are scheduled, and appropriate individuals are in attendance.

31030.4.3 Presentation of Awards

Awards shall be presented annually by the Governor, or his representative, and the Secretary, at publicized ceremonies.

31030.4.4 Wearing of Awards

Uniformed employees shall wear awards in accordance with Section 33020 of this manual. Non-uniformed employees are permitted to wear the lapel pin replicas of awards received.

31030.4.5 Awards – Descriptions and Criteria

Medal of Valor

The Medal of Valor is the Department's highest award, earned by employees distinguishing themselves by conspicuous bravery or heroism above and beyond the normal demands of correctional service. The employee shall display great courage in the face of immediate life-threatening peril and with full knowledge of the risk involved. The act should show professional judgment and not jeopardize operations or the lives of others.

- The medal consists of a gold-color medallion on a red, white, and blue ribbon.

- With the medal, the employee receives a red, white, and blue ribbon for wear with the Class A uniform and a lapel pin replica of the medallion for wear with civilian attire.

Corrections Star (Gold)

The Corrections Star (Gold) medal is the Department's second highest award for heroic deeds under extra-ordinary circumstances. The employee shall display courage in the face of immediate peril in acting to save the life of another person.

- The medal consists of a gold-color medallion in the shape of the departmental badge on a blue and white ribbon.
- With the medal, the employee receives a blue and white ribbon for wear with the Class A uniform and a lapel pin replica of the medallion for wear with civilian attire.

Corrections Star (Silver)

The Corrections Star (Silver) medal is the Department's third highest award for acts of bravery under extra-ordinary or unusual circumstances. The employee shall display courage in the face of potential peril while saving or attempting to save the life of another person or distinguish himself/herself by performing in stressful situations with exceptional tactics or judgment.

- The medal consists of a silver-color medallion in the shape of the departmental badge on a red and white ribbon.
- With the medal, the employee receives a red and white ribbon for wear with the Class A uniform and a lapel pin replica of the medallion for wear with civilian attire.

Corrections Star (Bronze)

The Corrections Star (Bronze) medal is the Department's award for saving a life without placing oneself in peril. The employee shall have used proper training and tactics in a professional manner to save, or clearly contribute to saving, the life of another person.

- The medal consists of a bronze-color medallion in the shape of the departmental badge on a yellow and white ribbon.
- With the medal, the employee receives a yellow and white ribbon for wear with the Class A uniform and a lapel pin replica of the medallion for wear with civilian attire.

Distinguished Service Medal

The Distinguished Service Medal is for an employee's exemplary work conduct with the Department for a period of months or years, or involvement in a specific assignment of unusual benefit to the Department.

- The medal consists of a bronze-color medallion presented on a green and white ribbon.
- With the medal, the employee receives a green and white ribbon for wear with the Class A uniform and a lapel pin replica of the medallion for wear with civilian attire.

Unit Citation

The Unit Citation is for great courage displayed by a departmental unit in the course of conducting an operation in the face of immediate life-threatening circumstances.

- Recipients shall also receive a green and gold ribbon for wear with the Class A uniform.

31030.5 Safety Awards Program

The Safety Awards Program was established to promote employee awareness in health and safety through recognition of significant employee contributions and achievements.

31030.5.1 Vehicle Safety Awards

The Department's annual goal for a lower number of accidents involving vehicles driven on State business is expressed as a percentage of reduction in the frequency rate of vehicle accidents. Qualifying adult institutions, adult parole regions, and the Department's Transportation Unit shall receive awards for achieving the goal.

- The Departmental goal shall be obtained from the "Annual Report of the California State Workers' Compensation Program," published by the Department of General Services (DGS).
- Awards shall be made for each calendar year and shall be presented on or before June 15th of the following year.

31030.5.2 Personnel Safety and Health Awards

Institutions/Parole Regions

Each qualifying adult institution, or adult parole region that achieves the injury frequency and severity rate goals established by the Office of Risk Management, shall receive recognition with the presentation of annual awards no later than June 15th of the following year.

- The goals are based upon the departmental injury frequency and severity rate goals set by the State Safety Advisory Committee.
- The formulas used in computing the frequency and severity rates for the Department and for each institution/parole region are as follows:
 - Frequency rate = total number of injuries x 200,000 work hours: total number of work hours.
 - Severity rate = total number of days lost x 200,000 work hours: total number of work hours.
- The Department's annual goals for the reduction in frequency and severity rates of disabling injuries and illnesses shall be forwarded in a memorandum from the Assistant Secretary, Office of Risk Management to each adult institution, or adult parole region every January.

Departmental Award to Individuals

Departmental Employee Safety Awards shall recognize significant contributions to and/or achievements in the health and safety program.

- Eligibles: Employees from each adult institution, adult parole region, and Headquarters.
- Selection: Each local safety committee shall submit the names of those who were selected to receive the local employee safety awards on the Nomination Form for Safety Award to the Warden/RPA, or Assistant Secretary Office of Risk Management, for approval.
- Submission: The approving authority shall ensure that local award recipient's nomination forms arrive at the Department's Office of Risk Management by January 15th each year. The Assistant Secretary, or designee, shall arrange for selection and presentation of departmental awards.

Governor's Award to Individuals and Groups

Employees of all state agencies are eligible to receive the Governor's Employee Safety Award. The Department may nominate for the award its quota of individuals and groups as established annually by the Office of Insurance and Risk Management, DGS.

The name(s) of those Department Employee Safety Award recipients who meet the Governor's Employee Safety Award criteria shall be forwarded to the Office of Insurance and Risk

Management by the Office of Risk Management, CDCR for consideration by the Safety Awards Committee.

The award ceremony is held annually at a location of the Office of Insurance and Risk Management's choosing, and the awards are presented by members of the Governor's staff. The date of the ceremony is established each year by the Office of Insurance and Risk Management.

31030.6 25-Year Service Recognition

Employees completing 25 years of State service are entitled to receive:

- Employee's choice of a 25-year service memento described in the catalog provided by the contract vendor.
- A framed certificate signed by the Governor, also provided by the contract vendor.
- A 25-year service recognition card signed by the Secretary to be presented to the employee with the framed certificate signed by the Governor.

31030.6.1 Retirement Certificates

Retiring employees are entitled to receive:

- A retirement certificate from the Secretary.
- A congratulatory letter from the Secretary.
- If the employee has at least 25 years of state service, employees choice of any one of the retirement mementos described in the catalog provided by the contract vendor.
- If the employee is retiring at the same time that 25 years of service is achieved, the employee is entitled to two momentos from the catalog provided by the contract vendor, one commemorating retirement and one acknowledging at least 25 years of State service.

31030.6.2 Personnel Services Responsibility

The Local Personnel Officer shall:

- Notify the supervisor/manager of those employees who are within six months of reaching 25 years of State service and/or retirement using the CDCR Form 1785, Service Award Eligibility Notification. The Headquarters Personnel Office shall:
- Upon receipt of the CDCR 3019, Request for Retirement Letter/Certificate (via electronic mail or FAX from the supervisor/manager), prepare the retirement letter and certificate and send to the Secretary's Office to obtain signatures.
- Upon receipt of the signed retirement letter and certificate (from the Secretary's Office), prepare for presentation to the employee and mail to the office or the employee as indicated on the CDCR Form 3019.

31030.6.3 Supervisor's/Manager's Responsibility

Supervisors and/or managers of the employee shall:

- Submit completed CDCR Form 3019, Request for Retirement Letter/Certificate for a retirement award to the Headquarters Personnel Office via FAX or electronic mail.
- Allow a minimum of 20 working days after the request is submitted via electronic mail or by FAX.
- Make the contract vendor's memento catalog available to the employee. The local institution, facility or headquarters business office shall provide the name and contact information for the current contract vendor.

- Prepare and submit the CDCR Form 954, IntraOffice Requisition (IOR) to order the 25-Year service certificate signed by the Governor and memento and/or the retirement memento selected by the employee. A copy of the CDCR Form 1785 (Service Award Eligibility Notification) shall be attached to the CDCR 954. Refer to vendor's "Ordering Instructions" in the vendor's catalog for instructions on completing the requisition. For retiring employees, submit the order within 60 days of expected retirement date.
- Present the 25-Year service certificate signed by the Governor along with the memento as close to the employee's anniversary date as possible.
- Present the retirement certificate and congratulatory letter from the Secretary to the employee to commemorate the employee's service to the State. Retirement mementos should be presented at this time if available, or mailed to the employee if not available at the time of retirement.

31030.6.4 Secretary's Office Responsibility

The Secretary's office shall:

- Upon receipt of the unsigned retirement certificate and the congratulatory letter (from the Headquarters Personnel Office) obtain the signature of the Secretary on each document and return the signed documents to the Headquarters Personnel Office.

31030.7 Revisions

The Deputy Director, Human Resources, or designee, shall ensure that the content of this article on the 25-Year Service, Retirement Certificate, and Sustained Superior Accomplishment Award programs are current.

The Deputy Director, Office of Business Services, or designee, shall ensure that the content of this article on the State Merit Award Program, Superior Accomplishment Award, and Sustained Superior Accomplishment programs are current.

The Assistant Secretary, Office of Public and Employee Communications, shall ensure that the content of this article on the Employee Recognition Program is current.

The Assistant Secretary, Office of Risk Management, shall ensure that the content of the Safety Awards Program is current.

31030.8 References

SAM § 4700 et seq.

Government Code § 19815.4(d), 19816, 19823 and 19849.9(a).

California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 4 § 599.655 et seq.